

# FY 01 CALENDAR (OCTOBER 2000 - SEPTEMBER 2001)

JOSE LENG, PROGRAM COORDINATOR 757-4126

PROCUREMENT AND CONTRACTING	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
A-76 Commercial Activities	\$425							12-13 488399				13-14 488400	
Advanced Acquisition Reform Training II	\$570		06-08 488410							04-06 488411			
Commercial Business Practices to FAR Part 12	\$320		07 488406					23 488407					
Contract Administration for Contracting Officers and Contracting Officers Representatives	\$275					20-21 486965				12-13 486966			
Contracting Officers Representative Course – Refresher	None		06 487122		29 487124		22 487125		01 487126		30 487127		
Government Contracting for Technical/Administrative Personnel Explained in Plain English	\$325			12-14 486967		27 Feb-01 Mar 486968				19-21 486969		07-09 486970	
GSA 101	None										26 490934		
Intermediate Contracting	\$325			19-21 486971					15-17 486973				
Managing Performance of Service Contracts	\$275				09-10 486974			10-11 486975					
NAVAIR Procurement Process	None	30 Oct-02 Nov 487042					26-29 487043			25-28 487044			24-27 494015
NAVSUP Commercial Purchase Card Course	None		14 486824		23 486825				08 486826				11 486827
NAVSUP Contracting Officers Representative Course (COR)	None		15-16 486828		24-25 486829				09-10 486830				12-13 486831
NAVSUP Simplified Acquisition Course	None						26-30 486832				23-27 486833		
Performance Based Statements of Work	\$275	17-18 486976					06-07 486978				24-25 486979		
Performance Specification Writing (PSW)	\$570					06-08 488401					06-08 488402		
Performance Work Statements (PWS)	\$320					16 488408						17 488409	
Quality Assurance for Aircraft Maintenance Contracting	\$215				08-09 486936			16-17 486937			09-10 486939		

PROCUREMENT AND CONTRACTING	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Reducing Total Ownership Costs (RTOC)	\$570					13-15						15-17 489218	
Smart Acquisition of Military Systems (SAMS)	\$570	10-12 489117								05-07 489118			
Understanding the Federal Acquisition Regulation (FAR)	\$275	19-20 487000					08-09 487001				10-11 487002		
Understanding the ISO 9000 and ISO 14000	\$195			22 487003				12 487004					
Understanding the Uniform Commercial Code	\$195										31 487007		

<b>COURSE TITLE:</b>	<b>A – 76 COMMERCIAL ACTIVITIES</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488399 488400	<b>DATE:</b> 12-13 April 01 13-14 August 01	<b>NOMINATION DEADLINE:</b> 09 March 01 13 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This 2-day workshop provides an in-depth examination of the OMB Circular A-76 Commercial Activities Program and its interfaces with the Federal procurement process. The workshop incorporates the latest OMB, FAR, DoD and DON guidance to explain the dynamics of Competitive Sourcing.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Determine requirements in the development of Performance Work Statements and select appropriate QA surveillance methods.</li> <li><del>✍</del> <del>✍</del> Understand the A-76 process and its interface with Federal Procurement process.</li> <li><del>✍</del> <del>✍</del> Identify A-76 provisions and clauses to be included in the solicitation.</li> <li><del>✍</del> <del>✍</del> Apply FAR Part 15 competitive range management techniques and source selection procedures.</li> <li><del>✍</del> <del>✍</del> Identify Procurement integrity Act issues as they apply to Commercial Activities cost studies.</li> <li><del>✍</del> <del>✍</del> Prioritize MTS candidate items using a structured set of criteria.</li> </ul>	
<b>AUDIENCE:</b>	Any Acquisition Professional in a Federal activity preparing an A-76 strategy for a single function or “whole/ activity” competition. Also, an ideal course for consultants supporting those activities.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	

<b>COURSE TITLE:</b>	<b>ADVANCED ACQUISITION REFORM TRAINING II</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488410 488411	<b>DATE:</b> 06-08 November 00 04-06 June 01	<b>NOMINATION DEADLINE:</b> 06 October 00 04 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This 3-day workshop provides in-depth coverage and practical application for senior level contracting specialists. Innovative streamlining techniques and commercial business practices are illustrated with realistic case studies and exercises. It explain how to tailor contract terms and conditions, generate performance-based work statements and leverage the Government - industry team to achieve high quality contract performance. Improving the source selection process by using oral presentations, past performance data, and competitive range management is addressed in detail.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Apply commercial sector business practices and identify terms, conditions, and issues bearing on buyer / seller contracting relationships.</li> <li><del>✍</del> <del>✍</del> Use Simplified Acquisition Procedures (SAP) for acquisition of commercial items up to \$ 5 million.</li> <li><del>✍</del> <del>✍</del> Use oral presentations and the advisory multi-step process to acquire goods and services better, faster, and cheaper.</li> <li><del>✍</del> <del>✍</del> Perform efficient and effective market research.</li> <li><del>✍</del> <del>✍</del> Use Performance-based Work Statements to streamline the acquisition process.</li> <li><del>✍</del> <del>✍</del> Implement the most recent guidance concerning the collection of contractor performance data.</li> </ul>	
<b>AUDIENCE:</b>	Contracting Officers, Contracting Specialists and other Procurement Officials.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must	

<b>COURSE TITLE:</b>	<b>COMMERCIAL BUSINESS PRACTICES TO FAR PART 12</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488406 488407	<b>DATE:</b> 07 November 00 23 April 01	<b>NOMINATION DEADLINE:</b> 06 October 00 23 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This 1-day workshop was designed to sharpen your knowledge and heighten your skills in the area of Commercial Business Practices. It goes beyond FAR Part 12 to explain how the uniform commercial code (UCC) can affect commercial item procurement and how can employ UCC principles to obtain best value and protect Government interest.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li><del>✗</del> <del>✗</del> Identify what, why and how commercial provisions and clauses can be tailored.</li> <li><del>✗</del> <del>✗</del> Understand how inspections and acceptance are treated in FAR Part 12 and what rights the Government has under these clauses.</li> <li><del>✗</del> <del>✗</del> Determine how the Government seeks express warranties.</li> <li><del>✗</del> <del>✗</del> Understand the Government's rights in the event of termination for clause.</li> <li><del>✗</del> <del>✗</del> Identify critical considerations when licensing computer software.</li> <li><del>✗</del> <del>✗</del> Apply customary business practices to your commercial procurement.</li> </ul>	
<b>AUDIENCE:</b>	Contracting Officers, Contracting Specialists and other Procurement Officials.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$320.00	

<b>COURSE TITLE:</b>	<b>CONTRACT ADMINISTRATION FOR CONTRACTING OFFICERS AND CONTRACTING OFFICERS REPRESENTATIVES</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 486965 486966	<b>DATE:</b> 20-21 February 01 12-13 June 01	<b>NOMINATION DEADLINE:</b> 20 January 01 11 May 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<p>Enhance the skills needed for anticipating, identifying, understanding and resolving contracting problems. The role of the Contracting Officers and the assigned duties to the Contracting Officer's Representative (COR) is frequently misunderstood in contracting. COR duties flow from the delegation of authority made by the Contracting Officer. But, the Contracting Officers can never delegate his/her responsibilities. Topics covered will include: legal principles of government contract law, methods of solicitation, contract types, key contract clauses, interpreting statements of work and other contractual obligations, contract modifications, claims preparation, defense strategies and disputes resolution, inspection, warranty and acceptance and termination of contracts.</p> <p>A portion of this course is explained from the contractor's perspective, so that Government personnel will have a better understanding of where the contractor is coming from. All attendees receive a special course manual and a "Government Contracts Dictionary."</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, which is designed around actual contracting problems brought before the Boards of Contract Appeals, participants should have strengthened their ability to successfully manage contract performance.</p> <p>Note – For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p> <p>Note: This course will not certify you as Contracting Officers Representative (COR).</p>	
<b>AUDIENCE:</b>	This course is applicable for those assigned as Contracting Officers, CORs, engineers, project and program managers, contractor personnel and anyone else responsible for the management of contract performance.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact	

<b>COURSE TITLE:</b>	<b>CONTRACTING OFFICERS REPRESENTATIVE COURSE – REFRESHER</b>	
<b>VENDOR:</b>	Naval Air Warfare Center Aircraft Division	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 487122 487124 487125 487126 487127	<b>DATE:</b> 06 November 00 29 January 01 22 March 01 01 May 01 30 July 01	<b>NOMINATION DEADLINE:</b> 06 October 00 29 December 00 22 February 01 02 April 01 29 June 01
<b>TIME:</b>	0800-1100	
<b>DESCRIPTION:</b>	The Contracting Officer's Representative training is mandatory for government employees nominated to monitor contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. Once certified as a COR, refresher training must be completed every three years prior to being re-appointed as a COR. Topics addressed will include: COR authority, general responsibilities in particular practices relative to service contracts and updated information regarding acquisition policies.	
<b>OBJECTIVE:</b>	Upon completion of this course, participants should be more knowledgeable in the current information regarding COR obligations and be eligible for re-appointment as a COR.	
<b>AUDIENCE:</b>	Current CORs requiring refresher training for re-certification.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	3 Hours	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>GOVERNMENT CONTRACTING FOR TECHNICAL AND ADMINISTRATIVE PERSONNEL EXPLAINED IN PLAIN ENGLISH</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #1489	
<b>COURSE CODE:</b> 486967 486968 486969 486970	<b>DATES:</b> 12-14 December 00 27 February-01 March 01 19-21 June 01 07-09 August 01	<b>NOMINATION DEADLINES:</b> 10 November 00 26 January 01 18 May 01 06 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	Government contracting is actually very interesting once you understand what it is all about. This course covers the entirety of the acquisition cycle, from presolicitation through award and administration. It covers the twelve basic steps involved and has been designed to provide a survey of the basics of the subject areas. The course explains rules of contract management, roles of key contract players, contracting officer authority, procurement law, methods of procurement types of contracts, resolution of contract administration problems during performance and the essentials of the termination. It also includes instructions on the use of the FAR and coverage of the requirements of Federal Acquisition Streamlining Act (FASA) and its impact on contracting, including the new commercial contracting preference. All explained in plain language so that you understand the rules and why they make sense. <u>Each attendee will receive a complete copy of the deskbook FAR, a "Course Manual" and a copy of the "Government Contracts Dictionary".</u> Materials used represent the current rules under which contracting personnel must operate.	
<b>OBJECTIVE:</b>	Upon completion of the training, participants should: ✍✍ Understand the key essential steps on government contracting ✍✍ Acquire basic contracting skills ✍✍ Acquire reinforcement of basics for experienced personnel	
<b>AUDIENCE:</b>	Procurement analysts, COR's, secretaries, administrative assistants, and all personnel working in support of functions such as the development of solicitations, award of purchase orders, contracts and basic agreements, and administration of contracts. Note – For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate	



<b>COURSE TITLE:</b>	<b>GSA - 101</b>	
<b>VENDOR:</b>	GSA / FSS /-B 14000 Jericho Park Road Bowie, MD 20715	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 490934	<b>DATE:</b> 26 July 01	<b>NOMINATION DEADLINE:</b> 26 June 01
<b>TIME:</b>	0900 – 1300 hrs	
<b>DESCRIPTION:</b>	GSA – 101 features presentations on products and services offered by GSA Federal Supply Services.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, participants should know:</p> <ul style="list-style-type: none"> <li>✍️ <b>Catalog Products:</b> Thousands of your most frequently used office supplies, cleaning products, paint and tools available on demand.</li> <li>✍️ <b>GSA Schedules:</b> Hundreds of thousands of commercial products and services available directly from GSA vendors / contractors. Also, learn about the Schedule E – Library, which provides contract award information, basic schedules ordering guidelines, complete listing of all schedules, and a powerful search engine.</li> <li>✍️ <b>Property Management:</b> Your key to obtaining and transferring your agency's excess Federal property. Learn about utilization, donation, and sales! <b>Remember, utilization is your FIRST source of supply!</b></li> <li>✍️ <b>Travel and Transportation:</b> Access to commercial travel agents offering reduced rates on tickets, lodging and rental cars. Learn about the Government purchase card, household and office relocations, and more.</li> <li>✍️ <b>GSA Advantage:</b> An on-line ordering system that allows agencies to search all GSA sources of supply and select the items that are best value for their requirements. GSA Advantage! Offers over 740,000 items available for purchase using your GSA Smart-pay government purchase card.</li> <li>✍️ <b>JWOD/NIB/NISH:</b> Information about the Javits Wagner O'Day (JWOD) Act which makes the purchase of products and services offered by the National Industries for the Blind and National Industries for the Severely Disabled (NIB/NISH) mandatory when they meet your agency needs. Also a display of the quality products provided by this important organization.</li> </ul>	
<b>AUDIENCE:</b>	Procurement analysts, COR's, secretaries, administrative assistants, and all personnel working in support of functions such as purchasing, contracts, purchase card holders, and property management personnel.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via	

<b>COURSE TITLE:</b>	<b>INTERMEDIATE CONTRACTING</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 486971 486973	<b>DATE:</b> 19-21 December 00 15-17 May 01	<b>NOMINATION DEADLINE:</b> 17 November 00 16 April 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	<p>After the basics!</p> <p>This course is a follow-on to the “Basic Contract Administration” course and will provide in-depth training in the essentials of contract and project administration. Areas covered will include understanding essential steps in planning and solicitation that ultimately impact upon contract administration, an explanation of the Government’s emphasis on performance specifications and commercial procurement in DoD applications, strategies for effective management of projects during performance, recognition of key performance problems and issues, understanding and dealing with claims and disputes and the termination process and other contractual remedies. (NOTE: Attendees should bring a copy of a current contract to the class for the purpose of discussion).</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have a more in-depth understanding of the essentials of contract and project administration.</li> <li><input checked="" type="checkbox"/> Understand why they are often required to take actions which may seem to be unnecessary for project performance.</li> </ul>	
<b>AUDIENCE:</b>	<p>Project and support personnel, administrative and technical, who have some understanding of the basis of Federal contracting. Note – For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are</p>	

<b>COURSE TITLE:</b>	<b>MANAGING PERFORMANCE OF SERVICE CONTRACTS</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 486974 486975	<b>DATE:</b> 09-10 January 01 10-11 April 01	<b>NOMINATION DEADLINE:</b> 08 December 00 09 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<p>There is more to managing a service contract than verifying the labor records! Service contracts impose duties and responsibilities upon the government and the contractor, including responsibility for phase-in, maintenance of labor levels, deduction of payment, absorption of costs due to inflation and record keeping. This course will provide an understanding of the following: knowing the latest government rules regarding performance measurement, understanding the different methods of contracting and contract reimbursement, understanding and utilizing work breakdown structures for planning, communicating and monitoring performance and <b>how to create</b> performance indicators that enable project and contract managers to determine performance results, regardless as to the adequacy of the work statement definition. Participants will receive a manual which includes forms and action plans and a section of the program will be devoted to identification of causes and costs of project growth. (This section is particularly valuable to anyone responsible for claims preparation or claims defense.)</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of this training, participants should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Complete projects on schedule and within budget</li> <li>✍✍ Increase and enhance levels of productivity</li> <li>✍✍ Implement a contract management audit program which will reveal potential problems long before they might become known.</li> <li>✍✍ Provide tighter control over all aspects of service contract projects</li> </ul>	
<b>AUDIENCE:</b>	<p>Personnel directly responsible or in support of the procurement and management of service contracts. <b>Note:</b> For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and</p>	

<b>COURSE TITLE:</b>	<b>NAVAIR PROCUREMENT PROCESS</b>	
<b>VENDOR:</b>	NAVAIR	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 487042 487043 487044 494015	<b>DATES:</b> 30 October-02 November 00 26-29 March 01 25-28 June 01 24-27 September 01	<b>NOMINATION DEADLINE:</b> 29 September 00 26 February 01 25 May 01 24 August 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This 4-day course focuses on methods and procedures required in the preparation of procurement initiation documents (PIDs) for materials and services.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>✍️ Understand the procurement process, including acquisition planning and defining and integrating requirements into a quality procurement package.</li> <li>✍️ Understand the importance that teamwork and individual responsibility play in developing quality procurement initiation documents and contracts.</li> <li>✍️ Apply practical application training in the preparation and/or processing of procurement initiation documents and the process of integrating supporting requirements.</li> </ul>	
<b>AUDIENCE:</b>	NAVAIR acquisition personnel Level I and Level II, who are or will be directly involved in reviewing, preparing or integrating technical requirements, attachments, etc., into procurement documentation.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate pending space availability. Contractor personnel must have the endorsement of the COR to validate that the course is consistent with contract requirements.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVY SUPPLY COMMERCIAL PURCHASE CARD COURSE</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3392	
<b>LOCATION:</b>	Employee Development Center, Building 2189	
<b>COURSE CODE:</b> 486824 486825 486826 486827	<b>DATE:</b> 14 November 00 23 January 01 08 May 01 11 September 01	<b>NOMINATION DEADLINE:</b> 13 October 00 22 December 00 06 April 01 09 August 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods and procedures to be used when making purchases with dollar values less than or equal to \$2,500.00 using the credit card as a method of payment. There will be an examination at the end of the course consisting of fifty true/false questions.	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Analyze the requirements of a small purchase and to effectively follow the rules relative to the credit card.</li> <li><del>✍</del> <del>✍</del> Apply approved techniques employed in effective small purchase actions.</li> <li><del>✍</del> <del>✍</del> Apply laws and regulations governing Department of Defense small purchase procedures.</li> </ul>	
<b>AUDIENCE:</b>	Anyone required to use a government credit card to make purchases as described above. This course is not necessarily for contracting personnel but more so for technical personnel who will most likely be the card user.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
<b>LOCATION:</b>	Employee Development Center, Building 2189	
<b>COURSE CODE:</b> 486828 486829 486830 486831	<b>DATE:</b> 15-16 November 00 24-25 January 01 09-10 May 01 12-13 September 01	<b>NOMINATION DEADLINE:</b> 14 October 00 23 December 00 07 April 01 10 August 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	The COR Course explains the duties and responsibilities inherent in the COR delegation. Attention will be directed to situations that will require additional attention in order to protect the government's interest. This course will explain from whom the COR gets authority and direction; to whom he answers and who answers to him; training a COR is required to have and how the COR documents his authority. A score of 80% is required on the 40-question test in order to be certified as a NAVSUP approved COR.	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Explain "constructive change" and identify COR responsibility to avoid any situation considered constructive change.</li> <li>✍✍ Explain a contractor's relationship to the government when using government work space.</li> <li>✍✍ Identify the technical qualifications called for in the contract.</li> <li>✍✍ Identify the source of the Independent Government Estimate, and the supporting documentation used.</li> <li>✍✍ Evaluate the contractor's programs on a delivery order and compare it to what is billed and certified.</li> </ul>	
<b>AUDIENCE:</b>	New CORs, CORs currently working on a contract and CORs who have proposed solicitations.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	2 Days	

<b>COURSE TITLE:</b>	<b>NAVSUP SIMPLIFIED ACQUISITION COURSE</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment – Hampton Roads 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 486832 486833	<b>DATE:</b> 26-30 March 01 23-27 July 01	<b>NOMINATION DEADLINE:</b> 26 February 01 22 June 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods, and procedures to be used when making purchases with dollar values less than or equal to \$100,000.00	
<b>OBJECTIVE:</b>	<p>Upon Completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Analyze the requirements of a small purchase and select the best method to accomplish the action.</li> <li><del>✍</del> <del>✍</del> Understand the approved techniques employed in effective small purchase actions.</li> <li><del>✍</del> <del>✍</del> Understand laws and regulations governing Department of Defense (DoD) small purchase procedures and standards of conduct for all DoD personnel.</li> </ul>	
<b>AUDIENCE:</b>	Non-1105 series personnel who purchase less than 50 percent of the time, such as ordering officers, supply clerks, supply officers, etc.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>PERFORMANCE BASED STATEMENTS OF WORK</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b> 486976 486978 486979	<b>DATES:</b> 17-18 October 00 06-07 March 01 24-25 July 01	<b>NOMINATION DEADLINE:</b> 17 November 00 05 March 01 22 June 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<p>Tell them how – not what!</p> <p>Creating a performance based SOW is a challenge which grows even more complicated when considering the special nature of professional services. This workshop examines writing techniques along with the types of problems which have arisen during performance when the performance based SOW did not contain the measurements needed to determine satisfactory performance.</p> <p>The program defines the elements of the PBSOW and Surveillance Plans, as well as incorporating OFPP, OMB and DAU materials. All attendees receive a special course manual. The program includes case exercises designed to improve writing skills.</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> <li><del>Be</del> Be familiar with the latest requirements in performance measurement.</li> <li><del>Be</del> Be able to prepare performance based work breakdown structures.</li> <li><del>Be</del> Be able to identify and describe the important factors in performance measurement.</li> </ul>	
<b>AUDIENCE:</b>	Planners, Technical writers, and those involved in development and administration of contracts and subcontracts.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis.</p>	



<b>COURSE TITLE:</b>	<b>PERFORMANCE SPECIFICATION WRITING (PSW)</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488401 488402	<b>DATE:</b> 06-08 February 01 06-08 August 01	<b>NOMINATION DEADLINE:</b> 05 January 01 06 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This 3-day workshop provides a structured step-by-step methodology for writing systems level and component level performance specifications. Through lecture and case studies, participants analyze product functions and use templates to capture performance base requirements and corresponding verifications. Their output ties to specific sections of MIL STD 961D specification format. The resulting performance Specifications provide clear technical communication of requirements, which can link to companion Statements of Work and Data Deliverables. This reduces misunderstandings and costs during solicitation, award and administration phases of contracts.	
<b>OBJECTIVE:</b>	Upon completion of this course, attendees should be able to: <del>✍✍</del> Conduct a requirements analysis. <del>✍✍</del> Identify essential performance requirements. <del>✍✍</del> Draft a performance oriented specification paragraph. <del>✍✍</del> Develop verification provisions. <del>✍✍</del> Convert a MILSPEC to a PRF SPEC. <del>✍✍</del> Develop a new PRF SPEC.	
<b>AUDIENCE:</b>	Any Acquisition Professional involved in writing or using Performance Specifications.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development	

<b>COURSE TITLE:</b>	<b>PERFORMANCE WORK STATEMENTS (PWS)</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488408 488409	<b>DATE:</b> 16 February 01 17 August 01	<b>NOMINATION DEADLINE:</b> 16 January 01 17 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This 1-day workshop captures and expands upon key elements of creating a Performance Work Statement (PWS). The presentation reviews FAR guidance and other initiatives then launches into a discussion of Requirements Determination, Market Capability, and Job Analysis. Equal emphasis is placed on creating a complementary quality plan to ensure outcomes are met. Discussion, application, Q & A are emphasized. An integrated practical exercises reinforces learning objectives.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li><del>How</del> How to apply FAR policies on PWS.</li> <li><del>How</del> How to identify outcomes and write requirements in performance terms.</li> <li><del>How</del> How to identify interface requirements and incorporate them into the PWS.</li> </ul>	
<b>AUDIENCE:</b>	Contracting Officers, Contracting Specialists and other Procurement Officials.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$320.00	

<b>COURSE TITLE:</b>	<b>QUALITY ASSURANCE FOR AIRCRAFT MAINTENANCE CONTRACTING</b>	
<b>VENDOR:</b>	Lumiere Institute, Inc. 6549 Grange Lane, Unit 201 Kingstowne, VA 22315	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 486936 486937 486939	<b>DATE:</b> 08-09 January 01 16-17 April 01 09-10 July 01	<b>NOMINATION DEADLINE:</b> 08 December 00 16 May 01 08 June 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course covers: why and how the government buys from industry, how the government assures quality in its own, and in contractor operations: what the aircraft maintenance contract and delivery order call for in terms of work and quality assurance; how the government and contractor are organized and work together to assure quality; duties of government quality assurance personnel; supply and safety implications of contract maintenance upon government quality assurance and the government quality assurance task in perspective.	
<b>OBJECTIVE:</b>	This course is intended to improve the effectiveness of government quality assurance for aircraft maintenance provided by contractors. It is designed to increase the knowledge, understanding, and skills of government operating personnel and their supervisors.	
<b>AUDIENCE:</b>	Maintenance officers, project officers, quality assurance evaluators, aircraft maintenance personnel and inspection personnel.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$215.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>REDUCING TOTAL OWNERSHIP COSTS (RTOC)</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489217 489218	<b>DATE:</b> 13-15 February 01 15-17 August 01	<b>NOMINATION DEADLINE:</b> 12 January 01 13 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This 3-day workshop provides a realistic case study and hands on practical techniques for implementing DOD directives requiring most acquisition programs to prepare and implement plans for reducing total ownership costs. Participants will leave the workshop with a set of templates, and a good example plan to follow.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> Prepare and implement plans for reducing total ownership costs</li> <li><del>✍</del> Understand establishing guidelines.</li> <li><del>✍</del> Identify cost drivers.</li> </ul>	
<b>AUDIENCE:</b>	All Acquisition Professionals in specialties responsible for requirements, design, acquisition, support and procurement of military materiel.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Procesing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$570.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>SMART ACQUISITION OF MILITARY SYSTEMS ( SAMS)</b>	
<b>VENDOR:</b>	BRTRC Institute 8260 Willow Oaks Corporate Drive, Suite 800 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489117 489118	<b>DATE:</b> 10-12 October 00 05-07 June 01	<b>NOMINATION DEADLINE:</b> 08 September 00 04 May 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This 3-day SAM workshop provides participants a practical method to organize a non-major program, beginning with an operational requirement. Participants working in integrated teams analyze a draft operational requirement, conduct market research, apply Cost As an Independent Variable (CAIV) analysis leading to a commercially determination. Participants then draft and cross-walk key portions of the negotiated (FAR Part 15) solicitation, including a performance-based statement of work, source selection criteria, and instructions to offerors. Templates used as group decision-making tools are ideal for use with the graduate's own program upon returning to home station.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Develop non-major program milestone documentation using the empowerment in the DOD 5000 series.</li> <li><del>✍</del> <del>✍</del> Implement new FAR Part 15 initiatives into a solicitation strategy.</li> <li><del>✍</del> <del>✍</del> Draft a Performance-Based Statement of Work (SOW).</li> <li><del>✍</del> <del>✍</del> Conduct a requirements cross-walk through program documentation.</li> </ul>	
<b>AUDIENCE:</b>	Government and Industry workers in all specialties responsible for requirements, design, acquisition, support and procurement of Navy material. This includes, but it is not limited to the Engineering, Logistics, Contracting, Budget Specialists, User and Industry Representatives	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee	

<b>COURSE TITLE:</b>	<b>UNDERSTANDING THE FEDERAL ACQUISITION REGULATION (FAR)</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b> 487000 487001 487002	<b>DATES:</b> 19-20 October 00 08-09 March 01 10-11 July 01	<b>NOMINATION DEADLINE:</b> 19 September 00 08 February 01 08 June 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<b>WE AREN'T GOING TO GO OVER EVERY PAGE, BUT...</b> by the time you leave this course, you will have learned about the substance of each of the 53 parts of the FAR and, most importantly, how they interface with daily contracting activities.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> <li>✍️ Be familiar with the key provisions and clauses in contracting.</li> <li>✍️ Be able to rapidly locate the applicable parts of the FAR as they relate to contracting matters.</li> <li>✍️ Understand the applicability of the FAR to the regulatory supplements.</li> <li>✍️ More fully appreciate the rights and remedies of the contracting parties.</li> </ul> <p><b>All attendees will receive a course manual and complete deskbook-size FAR, so that this valuable reference can easily be brought to meetings, regardless of location.</b></p>	
<b>AUDIENCE:</b>	<p>All personnel who are required to perform their functions consistent with the rules and regulations. This is truly a “universal” Government training program.</p> <p><b>Note:</b> For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made</p>	

<b>COURSE TITLE:</b>	<b>UNDERSTANDING THE ISO 9000 AND ISO 14000</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 487003 487004	<b>DATE:</b> 22 December 00 12 April 01	<b>NOMINATION DEADLINE:</b> 22 November 00 12 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<b>UNDERSTANDING THE QUALITY STANDARDS!</b> The ISO 9000 Series has now replaced some of the more traditional quality standards. What are these all about? What must a contractor do in order to be ISO qualified? What is the impact upon the “normal” inspection process used by the DoD and other agencies and is this relatively new approach to quality going to solve or create more problems? These issues and your questions make up the core of this one-day workshop.	
<b>OBJECTIVE:</b>	Upon completion of the training, participants should:  ✍️ ✍️ Have a clear understanding of ISO 9000.  ✍️ ✍️ Be able to determine what and how this will impact contracting, including rights which may no longer exist prior to delivery and even afterwards.	
<b>AUDIENCE:</b>	Project and support personnel, administrative and technical, who are involved in quality matters regarding acceptance and warranty.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$195.00	

<b>COURSE TITLE:</b>	<b>UNDERSTANDING THE UNIFORM COMMERCIAL CODE</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 487006 487007	<b>DATE:</b> 11 January 00 31 July 01	<b>NOMINATION DEADLINE:</b> 11 December 00 29 June 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	With the government's new emphasis on acquisition of commercial contracts can you afford not to know what the U.C.C. is all about? One of the essential areas of contracting management is interpreting the rights and responsibilities that each party to the contract is obligated to perform. And, one of the methods used in interpretation of the contract is through the language contained in the Uniform Commercial Code (U.C.C.). This training is designed to provide basic training in the language and application of the Uniform Commercial Code. Attendees will receive actual U.C.C. materials.	
<b>OBJECTIVE:</b>	Upon completion of this training, attendees should have gained an insight into the rights and remedies prescribed by the U.C.C. when contracting for goods.	
<b>AUDIENCE:</b>	This course is designed for Contracting Officers, CORs and other project and support personnel (administrative and technical) who are responsible for contract interpretation and management, as well as procurement personnel, who are now required to understand commercial contracting as mandated by the Federal Acquisition Streamlining Act and implemented through FAR Part 12. <b>Note:</b> For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program	